



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, DIVISION OF ASSESSMENT STANDARDS	41	A	7.418

DEFINITION OF CLASS:

Under administrative direction, serves as Director of the Division of Assessment Standards within the Nevada Department of Taxation; develops, maintains and supervises the uniform property appraisal program for all real and personal property within the State; establishes the annual assessed valuation of all interstate and intercounty companies such as utilities, railroads, and airlines; establishes the annual valuation of all net proceeds of minerals within the State; manages the system for establishing legal descriptions of land parcels for purposes of property assessment statewide; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position class. The incumbent in this classification reports directly to the Executive Director of the Department of Taxation and indirectly to the Nevada Tax Commission.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises and reviews the performance of technical support personnel and subordinate supervisors responsible for administering a component of the State's assessment and valuation program. Supervision includes selection, work assignment and review, training, performance appraisal and recommendation of disciplinary action.

Develops appraisal methods, standards, policies and procedures necessary to implement the assessment program throughout the State in compliance with applicable statutes and regulations.

Supervises the completion of various required studies and reports regarding assessment levels and other statistics on the values of property types. Presents completed reports to the Tax Commission and makes recommendations on corrective action to be taken.

Directs the billing, collection, disbursement and refunding of tax revenue associated with the assessment of mines, utility and transportation companies. Approves developed procedures to ensure the efficiency and effectiveness of the process.

EXAMPLES OF WORK: (Cont.)

Evaluates data pertaining to bill draft requests and fiscal notes required by the legislature, directs the composition of and presents Department response. Directs other research projects concerning the regulation of assessments as requested.

Develops and monitors the travel and equipment budget for the division to ensure the availability of necessary resources.

Approves the implementation of new or revised administrative regulations based upon the analysis and evaluation of proposed tax laws in order to comply with the legislation.

Approves the format used in all division published documents such as appraisal and assessment bulletins, manuals, studies and reports to ensure compliance with property tax law, administrative regulations, policy statements and directives.

Directs the administration of the appraiser certification and continuing education program for property tax assessment personnel statewide in order to comply with State law including approving curriculum development and the establishment of guidelines.

Authorize the staffing for the State Board of Equalization and approves the scheduling for hearings to ensure adequate support for the Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of all factors and components involved in the State assessment program including centrally and locally assessed properties, mapping and parceling of land, and the valuation of utility and transportation companies. Knowledge of Nevada's revenue and taxation laws and corresponding regulations in order to direct and regulate assessment of property in Nevada. Knowledge of the State budgetary process. Knowledge of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards. Knowledge of appraisal methods, principles and practices in order to independently value property. Knowledge of technical and legal terminology, documents, descriptions, etc. Knowledge of basic accounting, General Accepted Accounting Principles and financial accounting standards.

Skill in establishing valuations on complex utility and transportation companies.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited four year college or university in business administration, finance, public administration or related area and six years of responsible experience in property appraisal or acquisition of real property, two of which must have been in supervisory capacity; OR

II

An equivalent combination of education and experience.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.418

ESTABLISHED:	08/60
REVISED:	09/09/69
REVISED:	08/03/72
REVISED:	07/01/93P
	09/24/92PC